

# To Post a Job, Internship, or Volunteer Opportunity on Handshake:

- 1) Login to <https://app.joinhandshake.com/login> and make sure your department's Employment dashboard is visible.

NOTE: Job is used as a general term for posting opportunities, you will have an opportunity to select the type of opportunity later on in this process.

- Start by **clicking Post a Job** from your home dashboard or **clicking** on **Jobs** in the left-hand navigation bar and **clicking Create Job** in the top right-hand corner.

The screenshot shows the Handshake home dashboard. The top navigation bar includes the Handshake logo, a search bar, and user information for Julie Johnson. The main content area features three primary action buttons: "Post a Job", "Request an Interview", and "Create an Event". Below these are three panels: "Jobs" (listing four approved job postings), "Interview Schedule Postings" (with a message: "You have not requested any on campus interviews yet."), and "Upcoming Events" (with a message: "You have not RSVP'd to any upcoming events."). A "Upcoming Career Fairs" section is also visible at the bottom.

The screenshot shows the Handshake "Jobs" page. The top navigation bar is the same as the dashboard. The main content area shows a list of jobs with columns for ID, Job, Applicants, School, Expires, Status, and Campus Interview. The jobs listed are all from The State University of New York at Potsdam and are marked as "Expired".

| ID      | Job   | Applicants | School                                      | Expires    | Status  | Campus Interview |
|---------|---|------------|---|------------|---------|------------------|
| 1920364 | Student Office Assistant for Research and Sponsored Programs (Federal Work Study) | 0          | The State University of New York at Potsdam | 9/6/2018   | Expired | No               |
| 1879210 | Student Worker - Provost Office (Federal Work Study)                              | 0          | The State University of New York at Potsdam | 9/11/2018  | Expired | No               |
| 1906374 | LoKo Arts Festival Intern   | 0          | The State University of New York at Potsdam | 9/13/2018  | Expired | No               |
| 1888947 | Student Worker - Graduate Studies Office (Federal Work Study)                     | 0          | The State University of New York at Potsdam | 9/14/2018  | Expired | No               |
| 1879831 | Student Worker - Graduate Studies and Continuing Education (Federal Work Study)   | 0          | The State University of New York at Potsdam | 9/14/2018  | Expired | No               |
| 1891082 | Media Design Assistant - Center for Creative Instruction (Federal Work Study)     | 0          | The State University of New York at Potsdam | 10/1/2018  | Expired | No               |
| 1918649 | FWS Position- Biology   | 0          | The State University of New York at Potsdam | 10/1/2018  | Expired | No               |
| 1985718 | Child Care Alternate Assistant/FWS  | 1          | The State University of New York at Potsdam | 10/5/2018  | Expired | No               |
| 1974523 | Federal Work Study (FWS) Student Office Assistant                                 | 1          | The State University of New York at Potsdam | 10/8/2018  | Expired | No               |
| 1994808 | CTS HelpDesk Federal Work Study Student Worker                                    | 1          | The State University of New York at Potsdam | 10/15/2018 | Expired | No               |
| 1974608 | Research Aide   | 0          | The State University of New York at Potsdam | 10/22/2018 | Expired | No               |
| 2104559 | Student Office Assistant  | 0          | The State University of New York at Potsdam | 10/24/2018 | Expired | No               |
| 1880181 | Peer Advisor - Career Services (Federal Work Study)                               | 0          | The State University of New York at Potsdam | 10/26/2018 | Expired | No               |
| 1896255 | Biology Internship or FWS: Producing a Lab Safety Video                           | 0          | The State University of New York at Potsdam | 12/17/2018 | Expired | No               |
| 1962700 | Student Worker  | 1          | The State University of New York at Potsdam | 12/21/2018 | Expired | No               |
| 2195298 | TRIO Work Study Position  | 0          | The State University of New York at Potsdam | 12/28/2018 | Expired | No               |
| 2216915 | Social Media and Marketing Intern   | 4          | The State University of New York at Potsdam | 1/21/2019  | Expired | Yes              |
| 1887182 | Buzz Phonathon Caller - College Advancement                                       | 5          | The State University of New York at Potsdam | 2/4/2019   | Expired | No               |
| 1927654 | Work-study  | 5          | The State University of New York at Potsdam | 2/14/2019  | Expired | No               |
| 2320153 | Research Aide   | 1          | The State University of New York at Potsdam | 3/1/2019   | Expired | No               |
| 2516677 | SPW and Social Media Coordinator  | 1          | The State University of New York at Potsdam | 4/5/2019   | Expired | No               |

- You will now be asked to complete 4 tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you'd like to post the position to.
- **Helpful Tip:** *the more fields you complete, the more well defined your posting will be (and the more likely you'll be to attract well-qualified candidates and approvals).*

2) Let's start by going through **Job Basics**:

- **Where should students submit their application?**
  - Option 1: students apply through the Handshake System allowing you to manage applications and communicate with students within the system.

Where should students submit their application?

Apply in Handshake

Apply through external system

Job title

- Option 2: students apply through external system.

Where should students submit their application?

Apply in Handshake

Apply through external system

Job title

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Website or Applicant Tracking System URL

Instructions for external applications (Optional)

Use plain text only (do not include URLs or HTML formatting).

- **Job Title**
  - It is helpful to:
    - Add Federal Work Study in the title if applicable
    - Add the Department/Program Name in the title

Job title

- **Company Division**
  - Leave blank

Company Division (Optional)

- **Display your Contact Information to Students**

Display your contact information to students?

- Name only
- Don't show my info

- **Add a Job Type**

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

- **Add an Employment Type & Duration**

- Add both the start and end dates.

Employment Type

- Full-Time
- Part-Time

Duration

- Permanent
- Temporary / Seasonal

Start date

End date

- **Work Study Job**

- Please keep in mind that if this *is* a work study job, all students will be able to view this job. Students who are not eligible, should not apply, however many will still do so. You will need to work with Financial Aid to access a list of eligible Federal Work Study students and notify the student they do not qualify for the job. You may also instruct the student to check BearPaws for information related to FWS eligibility.

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

3) Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen. Next, we'll go through adding in your **Job Details**. You may also click **Save** at the bottom right at any time to save your work.

 **Basics** Details Preferences Schools Preview **Next** 

**Save**

- Add a **Description** for your opportunity.
  - If you copy and paste a description from your own website, we'll retain all of the formatting for you
- To get your opportunity approved, please list the following information:
  - Primary responsibilities
  - Required and desired skills
  - Required availability
  - Expectations
  - Career Skills student will gain through this opportunity ([Learn About Career Skills](#))

Description

Heading 1 ▾
B
I
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☰
☰
☰
🔗
🖼️
Tx

You can copy and paste a description directly from your website – we'll retain all the formatting.

- Choose **Job Functions** from the drop down list
  - This helps students search for jobs by their functional area
  - This is a list defined internally created and maintained by Handshake. *If you don't see the specific function you're looking for, please select "Misc."*

Job function

Choose a job function... ▾

Accounting

Actuary

Administration

Advertising, Media & PR

Architecture & Planning

Business Development

- Add **how many students** you will select for this opportunity.

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

- If a paid opportunity, you may enter **Job Salary** if you'd like, however this is completely optional.
  - You can also toggle the dropdown on the right between per year / per month / per hour, or mark the opportunity as an unpaid position

### Approximate salary

Paid  Unpaid

\$  Per hour

Enter a number, not a range. Specifying a salary value is optional.

- Enter a **location** for your opportunity
  - Please begin typing 44 Pierrepont Ave...then select the college address from the selection.
  - It is recommended that the “Allow Remote Workers” is not checked as having a physical location for employees to work from and have direct access to a supervisor and team is beneficial in their overall career development, however if this applies to your particular position, you may check this.

### Job location

44 Pierrepont Ave

44 Pierrepont Ave, Potsdam, New York 13676, United States of America

Allow remote workers

- Finally, if you'd like for a student to submit documentation in Handshake, you can select **documents to require** students to submit with their application.

### Required documents (Optional)

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

Name and contact information of a professional reference

4) Once you're finished with **Job Details**, choose **Next** along the bottom of your screen to reach the **Job Preferences** tab:

- **NOTE:** all of these preferences are completely optional, and you should leave blank, so you are not entering into discriminatory practices based on labor laws. However, if your opportunity is only available for certain class years such as a Graduate Assistanceship or an Internship, you may select the school years. These will NOT prevent students from applying – so please make sure you are reviewing your applications closely.

**i** Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

#### Graduation date range (Optional)

Earliest grad date

Latest grad date

Hiring alumni? You can leave earliest graduation date blank.

#### School years (Optional)

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration

- Add a **Minimum GPA** value

#### Minimum GPA (Optional)

### Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

- Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this below

### Applicant package recipients

Not seeing the recipient you're looking for? [Create a new contact](#)

### ✕ Julie Johnson

- Email a summary of all applicants once my job expires
- Email every time a new student applies
  - Send all applicants
  - Only send applicants who match all preferences

- Setting up who should receive **Applicant Packages**
  - **Email a summary** - you'll receive one email once your opportunity expires
  - **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).
  - You'll see your name listed first. You can select (or remove) the following options:
  - You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

5) Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next, we'll go through **School selection**:



- Select **Add Favorite Schools**, and you'll see SUNY Potsdam appear in the table below


Job postings

Search your schools to add job postings

Global apply start date ⓘ Set global start

Global expiration date ⓘ Set global expiration

Add All Schools Add Favorite Schools Find More

| Schools  | Interview on campus?     | Apply start date    | Expiration date |
|--|--------------------------|---------------------|-----------------|
| <input type="checkbox"/>  The State University of New York at Potsdam | <input type="checkbox"/> | 2019-06-04 08:00 am | yyyy-mm-dd      |

- Once you've added schools, you'll see a few options to manage them
  - **Interview on campus?** - selecting this will simply flag this opportunity on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the [relevant help article](#).

## Interview on campus?

- **Apply start date** - you can choose if you'd like to block students from applying to your opportunity until a specific date.
- **Expiration date** - you can update the date that the opportunity will expire at that school (and students will no longer be able to apply).

6) Choose **Next** on the bottom navigation to review your opportunity



Preview how your job content will look to students before you post it.

**Potsdam**  
STATE UNIVERSITY OF NEW YORK

**test**  
SUNY Potsdam On-Campus Employment

44 Pierrepont Ave, Potsdam, New York 13676, United States of America  
Other Education

Seasonal Part-Time On Campus Student Employment  
1,000 - 5,000 employees

Paid  
No on-campus interviews

Applications close on June 12th, 2019 at 8:25 am [Apply](#)

**Job Description**

**Share Job**

[f](#) [t](#) [in](#) [e](#)

**About SUNY Potsdam On-Campus Employment**

Headquarters  
44 Pierrepont Avenue, Pots...

Website  
[www.potsdam.edu](http://www.potsdam.edu)

Division  
Career Services

This is where on-campus jobs are posted for SUNY Potsdam students. Your search starts here!

[Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next](#)

- 7) If all correct, click **Save** on the bottom righthand side of screen. If not correct, use the pencil icons to edit.

[Save](#)

- 8) Your opportunity will be reviewed by Career Services and approved within 2 business days.